

BILL NO. S-76-05-23

SPECIAL ORDINANCE NO. S- 110-76

AN ORDINANCE approving a contract with Double Envelope Corporation for envelopes for the Data Processing Department.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the contract dated January 28, 1976, between the City of Fort Wayne, by and through its Mayor and the Board of Public Works and Double Envelope Corporation, for:

200M Customer Envelopes - open side - diagonal seam - special durcell window (4 1/8" X 10 1/2")	\$2,394.00
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200M Return envelopes - open side - diagonal seam with regular - return address (3 7/8" X 7 1/2")	1,298.00 \$3,692.00
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all as more particularly set forth on City Utilities Purchase Order No. 7592, which is on file in the Office of the Department of Purchasing and is by reference incorporated herein, made a part hereof and is hereby in all things ratified, confirmed and approved.

SECTION 2. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.


Councilman

APPROVED AS TO FORM
AND LEGALITY,

CITY ATTORNEY

Read the first time in full and on motion by Burns, seconded by Delano, and duly adopted; read the second time by title and referred to the Committee on City Utilities (and the City Plan Commission for Recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on the _____ day of _____, 197____, at _____ o'clock P.M., E.S.T.

Date:

5-11-76

Charles W. Westerman
CITY CLERK

Read the third time in full and on motion by Burns, seconded by Hinga, and duly adopted, placed on its passage. Passed (~~1984~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT
TOTAL VOTES	<u>8</u>	<u>0</u>		<u>1</u>	
BURNS	<u>X</u>				
HINGA	<u>X</u>				
HUNTER	<u>X</u>				
MOSES				<u>A</u>	
NUCKOLS	<u>X</u>				
SCHMIDT, D.	<u>X</u>				
SCHMIDT, V.	<u>X</u>				
STIER	<u>X</u>				
TALARICO	<u>X</u>				

DATE:

5-25-76

Charles W. Westerman
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (Zoning Map) (General) (Annexation) (Special) (Appropriation) Ordinance (Resolution), No. 8-40-76 on the 25th day of May, 1976.

LATEST:

(SEAL)

Charles W. Westerman
CITY CLERK

James Stier
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 26th day of _____, 1976, at the hour of 11:00 o'clock _____ M., E.S.T.

Charles W. Westerman
CITY CLERK

Approved and signed by me this 26th day of May, 1976, at the hour of 2:00 o'clock _____ M., E.S.T.

Rahel E. Armstrong
MAYOR

Bill No. S-76-05-23

REPORT OF THE COMMITTEE ON CITY UTILITIES

We, your Committee on City Utilities to whom was referred an Ordinance
approving a contract with Double Envelope Corporation for envelopes for the Data
Processing Department.

have had said Ordinance under consideration and beg leave to report back to the Common
Council that said Ordinance 88 PASS.

Paul M. Burns - Chairman
John Nuckols - Vice-Chairman
William T. Hinga
Fredrick R. Hunter
Samuel J. Talarico

Paul M. Burns
John Nuckols
William T. Hinga
Fredrick R. Hunter
Samuel J. Talarico

5/25/76 CONCURRED IN
DATE 5/25/76 CHARLES W. WESTERMAN, CITY CLERK

CITY OF FORT WAYNE CITY UTILITIES

DEPARTMENT OF PURCHASES
ROOM 950 CITY-COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

63-121-3
ORIGINAL
PURCHASE ORDER NO.

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE January 28, 1976

Double Envelope Corp.
P.O. Box 6
Fairdale, Kentucky 40118

SHIP TO —

Data Processing Dept.
4th Flr. City County Bldg.
Fort Wayne, Indiana

MAIL ALL INVOICES TO
CITY UTILITIES
GENERAL ACCOUNTING
4th FLOOR CITY-COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802
INVOICE IN DUPLICATE, INCLUDING
CERTIFICATION AS REQUIRED BY
INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACCT. OR W.D. NO.	UNIT PRICE	TOTAL
	200M	Customer Envelopes - open side - diagonal seam - special durcell window (*) <u>to fit bill attached</u> (4 1/8" x 10 1/2")		11.97/m	2,394.00
	200M	Return envelopes - open side - diagonal seam with regular - return address - (3 7/8" x 7 1/2")		6.49/m	1,298.00
		Note: All per instructions and approval of Larry Franklin to Brice Houston.			\$3,692.00
		Net 30 days F.O.B. - Fort Wayne Delivery - Partial 3/1 Balance A.S.A.P. or sooner			
		Confirming phone 1/23 to Brice.			
<p>ATTENTION!</p> <p>SUBJECT TO COUNCILMANIC APPROVAL</p> <p>Send all correspondence to General Accounting 4th Floor City County Bldg. 100 East Main St. Fort Wayne, Indiana 46802 Show P. O. Number on Packing Slip and Invoice.</p> <p>APPROVED Board of Public Works JFK/BN #617</p>					

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

SUBJECT TO CONDITIONS ON REVERSE SIDE

BY *[Signature]* 1/29/76
CITY UTILITIES PURCHASING AGENT

Memorandum

To J. F. Morreale

Date April 23, 1976

From A. C. Lord, Purchasing Department

Subject New Double Envelopes.

COPIES TO:

P.O. File

The attached Purchase Order No. 7592 is transmitted for preparation of the enabling ordinance and Council Approval.

In order to meet delivery date required by the new billing document design and implementation of a new billing procedure, these special envelopes had to be ordered on an emergency basis. Time was not available for competitive bidding or quoting.

The development now completed; further orders will be bid as quantity and dollar value warrant.



13-121-3 4/29/76

S-76-05-23

TITLE OF ORDINANCE SPECIAL ORDINANCE - CITY UTILITIES PURCHASE ORDER 7592

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS

SYNOPSIS OF ORDINANCE City Utilities Purchase Order 7592 to Double Envelope

Corporation in amount of \$3,692.00 provides for purchase of 200,000 customer envelopes and 200,000 return envelopes to be used on City Utility billings.

Due to need to meet delivery date to accommodate new bill design and billing procedure, it was necessary to order envelopes on "emergency basis". Time would not allow for competitive quotes or bidding.

It will be necessary to invite competitive bids in the near future on 800,000 of each envelope.

EFFECT OF PASSAGE Provide envelopes to fit new bill design

EFFECT OF NON-PASSAGE Inability to meet billing dates

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) \$3,692.00 cost to Utility

ASSIGNED TO COMMITTEE

City Utilities